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NACC
3 March 2008

From: Director, Naval Acquisition Career Center (NACC),
Mechanicsburg, PA

Subject: NON-PAY STATUS

1. Purpose. To establish the procedure for employees who will
be in a Non-Pay Status.

2. Scope. This policy applies to all employees in the Naval
Acquisition Intern Program (NAIP).

3. Procedures.

A. Intern who has NOT completed the requirements of the
NAIP.

- 1) In a non-pay status for less than 30 days, no
action required, and time as an intern
continues.
- 2) In a non-pay status for more than 30 days, NACC
prepares a Request for Personnel Action (RPA) to
put the intern in a leave without pay status.
Time as an intern stops and will continue when
they return to a pay status.

B. Intern who has completed ALL the requirements of the
NAIP and scheduled to graduate while in a non-pay
status.

- 1) In a non-pay status for less than 30 days, no
action required, and time as an intern
continues.

Subject: Non-Pay Status

2) In a non-pay status for more than 30 days:

1. If Command concurs, the intern will:
 - a. graduate early.
 - b. transfer to Command roles upon entering non-pay status.
2. If Command does not concur, the intern will:
 - a. be placed on hold until returned to pay status.
 - b. resume the AIP where left off.
 - c. graduate based on adjusted date to meet the time requirement.

C. Intern who has completed ALL the requirements of the NAIP and are scheduled to graduate after they return from a non pay status.

- 1) In a non-pay status for less than 30 days, no action, time as an intern continues, graduate on time.
- 2) In a non-pay status for more than 30 days, NACC prepares an RPA to put the intern in a leave without pay status.
 1. If Command concurs, the intern will:
 - a. return to pay status.
 - b. graduate on time.
 2. If Command does not concur, the intern will:
 - a. be placed on hold until return to pay status.
 - b. resume the AIP where left off.
 - c. graduate based on adjusted date to meet the time requirement.



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